



FEDERAL ACQUISITION SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage a menu-driven database system. The Internet addresses GSA Advantage is: GSAAAdvantage.gov

Schedule Title: HUMAN RESOURCES AND EQUAL EMPLOYMENT
OPPORTUNITY (EEO) SERVICES

Schedule No.: Schedule 738 Part X, SIN 595-21

Product/Service Code: R799

Contract Number: GS-02F-0133U

Contract Period: August 6, 2013 through August 5, 2018

For more information on ordering from Federal Supply Schedules, go to the Internet address: www.gsa.gov. Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not requiring a Statement of Work.



<i>Administrative Point of Contact</i>	<i>Alternative Point of Contact</i>
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Business Size: Small Disadvantaged Business, Minority Owned Business, SBA 8(a) Certified, Small Business

Customer Information For Ordering Activities:

- 1a. **Table of awarded special item number (s) -- (with appropriate cross-reference to the items descriptions and awarded prices):**

SIN 595-21 Human Resources Services

- 1b. **Identification of the lowest priced services for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession-affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Lowest price information is listed on the accompanying price list.**
- 1c. **If the Contractor is proposing, ANY hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. The information in regards to proposed hourly labor rates is listed here within.**
2. **MAXIMUM ORDER:** \$1,000,000 maximum order is a breakpoint for possible additional discounts.
3. **MINIMUM ORDER LIMITATION:** \$100.
4. **GEOGRAPHIC COVERAGE (DELIVERY AREA):** The 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington DC.
5. **Points of Production:** Work will be performed at the contractor's facility.
6. **Discount from list prices or statement of net prices:** Net prices are included on the price list.
7. **Quantity/Volume Discounts:** A one percent (1%) discount will be applied to all orders that consist of five (5) or more placements.
8. **Prompt Payment Terms:** Net 30 days.
- 9a. **Government purchase cards are accepted up to the micro-purchase threshold.** Accepted.
- 9b. **Government purchase cards are accepted or are not accepted above the micro-purchase threshold.** Accepted.
10. **Foreign Items:** N/A
- 11a. **Time of Delivery:** As per Ordering agency's statement of work or task order

- 11b. **Expedited Delivery:** Available between contractor and ordering agency.
- 11c. **Urgent Requirements:** Contact the Contractor for the purpose of obtaining accelerated delivery pursuant to Contract Clause NO. I-FSS-140-B, Urgent Requirements. N/A
12. **F.O.B. Point (s):** N/A
- 13a. **Ordering Address:**
The Royster Group
934 Glenwood Avenue
Suite 280
Atlanta, GA 30316-1870
- 13b. **Ordering procedures:** For supplies and services, Ordering procedures, Information blanket purchase agreement (BPA) are found in Federal Acquisition regulation (FAR)
14. **Payment Address:**

PLEASE REMIT CHECK PAYMENTS TO:

For Standard Delivery and Overnight Delivery
The Royster Group
934 Glenwood Avenue
Suite 280
Atlanta, GA 30316-1870
15. **Warranty Provision:** the contractor warrants and implies that the services rendered under the contract are merchantable and fit for the particular purpose described in the contract. **Ninety-days (90 days) replacement option for Executive Recruitment and Placement Services.**
16. Terms and conditions of Government purchase card acceptance. N/A.
17. Data Universal Number System (DUNS) number. **114091684**
18. Central Contractor Registration (CCR). **The Royster Group is registered in the CCR - CAGE Code 3B9T9**

SIN 595-21	Recruitment & Internal Placement for Senior Executive Service (SES) and Executive Schedule (EX) Positions
Services	<ul style="list-style-type: none"> ❖ Develop Written Position Description ❖ Develop Candidates Searches ❖ Coordinate Interview Schedules ❖ Provide Written Interview Summaries ❖ Match OPM ECQs for SES Positions ❖ Full Reference Reports ❖ Degree and Background Verification
Pricing	<ul style="list-style-type: none"> ❖ 24.56% of first year annual salary, plus an administrative fee of 11% of the placement fee, which includes video conference, research, postage, express mail. ❖ If additional candidates are hired from the slate of candidates presented, the fee for the additional hires is one-fourth (1/4) their base salary. ❖ Discount: A one percent (1%) discount will be applied to all orders that consist of five (5) or more searches.
Industries	<ul style="list-style-type: none"> ❖ Federal/State/Local Government ❖ Healthcare ❖ Government Contracting ❖ Defense ❖ Energy/Utilities ❖ Manufacturing ❖ Management Consulting ❖ Information Technology ❖ Telecommunications ❖ Biotechnology ❖ Pharmaceuticals
Labor Categories	<ul style="list-style-type: none"> ❖ General Management ❖ Information Technology ❖ Finance/Accounting ❖ Human Resources ❖ Engineering ❖ Economics ❖ Statistics ❖ Contracting/Procurement
Guarantee	<ul style="list-style-type: none"> ❖ If our placement resigns or is terminated in the first three months, The Royster Group will redo the search assignment for FREE plus expenses.

SIN 595-21	Recruitment & Internal Placement for Physicians, Senior-Level (SL), Professional, General Schedule (GS) Positions (Level 11 – 15) and Medical Recruitment
Services	<ul style="list-style-type: none"> ❖ Accommodate Federal Government Recruitment Processes ❖ Develop Written Position Description ❖ Provided Search Strategy Report ❖ Coordinate Interview Schedule with Client ❖ Provide Written Interview Summaries ❖ Full Credentialing and Reference Reporting ❖ Degree and Background Verification
Pricing	<ul style="list-style-type: none"> ❖ 24.56% of first year annual salary, plus an administrative fee of 11% of the placement fee, which includes video conference, research, postage, express mail. However, at no time will the fee exceed \$26,500. ❖ Discount: A one percent (1%) discount will be applied to all orders that consist of five (5) or more searches. ❖ If additional candidates are hired from the slate of our candidates, the fee for the additional hires is one-fourth (1/4) their base salary.
Guarantee	<ul style="list-style-type: none"> ❖ If our placement resigns or is terminated in the first three months, The Royster Group will redo the search assignment for FREE plus expenses.

SIN 595-21 Awarded Labor Categories		
Price	Labor Category	Labor Category Description
\$91.76	Human Resources Specialists	<p>General Experience: Three or more years of related experience.</p> <p>Functional Responsibility:</p> <ul style="list-style-type: none"> Assists with development and implementation of human resources functions, policies, procedures, systems and plans Coordinates with benefits, training, and recruitment specialists; interfaces with IT, Payroll and other departments Provides data analysis, statistical tracking and reporting, updates information systems Manages applicant recruitment and selection, employee relations and benefits, classification, compensation and performance appraisal Serves as liaison with outside benefits providers; monitors employee enrollment and termination of benefits; administers workers compensation, leave and disability programs Ensures policies and procedures are clearly communicated; answers employee questions, resolves employee issues <p>Minimum Education: Bachelor's Degree or equivalent experience</p>
\$91.76	Human Resources Consultant	<p>General Experience: Ten or more years of managerial experience.</p> <p>Functional Responsibility:</p> <ul style="list-style-type: none"> Provides consultative human resources services to client organizations; ensures that policies are aligned with organization objectives and government regulations. Leads organizational assessment; develops policies and implements organizational strategy Facilitates

		<p>the staffing process; reviews recruitment to ensure workforce planning needs are met Designs and implements the performance management system</p> <ul style="list-style-type: none"> • Interfaces with corporate management to maximize operational objectives across the organization Reviews and revises corporate policies to ensure government regulations are met • Provides recommendations and guidance to management <p>Minimum Education: Bachelors degree and professional certifications, advanced degree preferred</p>
\$121.25	Senior Program Manager	<p>General Experience: Ten or more years of progressively responsible experience. Functional Responsibility:</p> <ul style="list-style-type: none"> • Responsible for all contractual aspects of project performance. • Serves as contractors authorized interface with the client for all aspects of contract, including financial, technical and administrative responsibilities • Monitors and is responsible for overall contract performance • Designs work standards, assigns personnel, reviews reports, assesses project management • Communicates organization policies, purposes and goals to project management and staff • Oversees project development, funding and resources <p>Minimum Education: Master's degree, professional certifications</p>
\$122.80	Human Resources Analyst	<p>General Experience: Seven years of progressive experience Functional Responsibilities:</p> <ul style="list-style-type: none"> • Provide support to the HR function, the business and executive team in the areas of HR Information • Systems, compensation, benefits

		<p>and staffing. Maintains HRIS databases, auditing data, preparing reports, proposing business process improvements and automation. Recommends data driven solutions.</p> <ul style="list-style-type: none"> • Develops and analyzes large data sets. • Participates in evaluation and analysis to understand effectiveness of new initiatives and identify trends. <p>Minimum Education: Bachelors degree and 3 years of experience or Advanced degree and 2 years of experience.</p>
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